



State of West Virginia
 Department of Administration
 Purchasing Division
 2019 Washington Street East
 Post Office Box 50130
 Charleston, WV 25305-0130

Request for Quotation

RFQ NUMBER
 GSD126451

PAGE
 1

ADDRESS CORRESPONDENCE TO ATTENTION OF
 KRISTA FERRELL
 304-558-2596

RFQ COPY
 TYPE NAME/ADDRESS HERE

VENDOR

SHIP TO

DEPARTMENT OF ADMINISTRATION
 GENERAL SERVICES DIVISION
 JOBSITE
 SEE SPECIFICATIONS

304-558-2317

DATE PRINTED	TERMS OF SALE	SHIP VIA	F.O.B.	FREIGHT TERMS
04/16/2012				

BID OPENING DATE: 04/24/2012 BID OPENING TIME 01:30PM

LINE	QUANTITY	UOP	CAT NO.	ITEM NUMBER	UNIT PRICE	AMOUNT
				ADDENDUM NO. 1		
				THIS ADDENDUM IS ISSUED TO:		
				1.) PROVIDE ANSWERS TO ALL TECHNICAL QUESTIONS SUBMITTED IN ACCORDANCE WITH THE PROVISIONS OF THE ORIGINAL REQUEST FOR QUOTATION (GSD126451), AND		
				2.) PROVIDE A COPY OF THE MANDATORY PRE-BID ATTENDEE LIST.		
				BID OPENING DATE REMAINS: 04/24/2012		
				BID OPENING TIME REMAINS: 1:30 PM		
				***** END ADDENDUM NO. 1 *****		
0001	1	LS	031-33	PROVIDE LABOR AND MATERIALS TO INSTALL DUCTWORK B97		

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

SIGNATURE	TELEPHONE	DATE
TITLE	FEIN	ADDRESS CHANGES TO BE NOTED ABOVE

WHEN RESPONDING TO RFQ, INSERT NAME AND ADDRESS IN SPACE ABOVE LABELED 'VENDOR'

GENERAL TERMS & CONDITIONS REQUEST FOR QUOTATION (RFQ) AND REQUEST FOR PROPOSAL (RFP)

1. Awards will be made in the best interest of the State of West Virginia.
2. The State may accept or reject in part, or in whole, any bid.
3. Prior to any award, the apparent successful vendor must be properly registered with the Purchasing Division and have paid the required \$125 fee.
4. All services performed or goods delivered under State Purchase Order/Contracts are to be continued for the term of the Purchase Order/Contracts, contingent upon funds being appropriated by the Legislature or otherwise being made available. ~~In the event funds are not appropriated or otherwise available for these services or goods this Purchase Order/Contract becomes void and of no effect after June 30.~~
5. Payment may only be made after the delivery and acceptance of goods or services.
6. Interest may be paid for late payment in accordance with the *West Virginia Code*.
7. Vendor preference will be granted upon written request in accordance with the *West Virginia Code*.
8. The State of West Virginia is exempt from federal and state taxes and will not pay or reimburse such taxes.
9. The Director of Purchasing may cancel any Purchase Order/Contract upon 30 days written notice to the seller.
10. The laws of the State of West Virginia and the *Legislative Rules* of the Purchasing Division shall govern the purchasing process.
11. Any reference to automatic renewal is hereby deleted. The Contract may be renewed only upon mutual written agreement of the parties.
12. **BANKRUPTCY:** In the event the vendor/contractor files for bankruptcy protection, the State may deem this contract null and void, and terminate such contract without further order.
13. **HIPAA BUSINESS ASSOCIATE ADDENDUM:** The West Virginia State Government HIPAA Business Associate Addendum (BAA), approved by the Attorney General, is available online at www.state.wv.us/admin/purchase/vrc/hipaa.html and is hereby made part of the agreement provided that the Agency meets the definition of a Cover Entity (45 CFR §160.103) and will be disclosing Protected Health Information (45 CFR §160.103) to the vendor.
14. **CONFIDENTIALITY:** The vendor agrees that he or she will not disclose to anyone, directly or indirectly, any such personally identifiable information or other confidential information gained from the agency, unless the individual who is the subject of the information consents to the disclosure in writing or the disclosure is made pursuant to the agency's policies, procedures, and rules. Vendor further agrees to comply with the Confidentiality Policies and Information Security Accountability Requirements, set forth in <http://www.state.wv.us/admin/purchase/privacy/noticeConfidentiality.pdf>.
15. **LICENSING:** Vendors must be licensed and in good standing in accordance with any and all state and local laws and requirements by any state or local agency of West Virginia, including, but not limited to, the West Virginia Secretary of State's Office, the West Virginia Tax Department, and the West Virginia Insurance Commission. The vendor must provide all necessary releases to obtain information to enable the director or spending unit to verify that the vendor is licensed and in good standing with the above entities.
16. **ANTITRUST:** In submitting a bid to any agency for the State of West Virginia, the bidder offers and agrees that if the bid is accepted the bidder will convey, sell, assign or transfer to the State of West Virginia all rights, title and interest in and to all causes of action it may now or hereafter acquire under the antitrust laws of the United States and the State of West Virginia for price fixing and/or unreasonable restraints of trade relating to the particular commodities or services purchased or acquired by the State of West Virginia. Such assignment shall be made and become effective at the time the purchasing agency tenders the initial payment to the bidder.

I certify that this bid is made without prior understanding, agreement, or connection with any corporation, firm, limited liability company, partnership, or person or entity submitting a bid for the same material, supplies, equipment or services and is in all respects fair and without collusion or fraud. I further certify that I am authorized to sign the certification on behalf of the bidder or this bid.

INSTRUCTIONS TO BIDDERS

1. Use the quotation forms provided by the Purchasing Division. Complete all sections of the quotation form.
2. Items offered must be in compliance with the specifications. Any deviation from the specifications must be clearly indicated by the bidder. Alternates offered by the bidder as **EQUAL** to the specifications must be clearly defined. A bidder offering an alternate should attach complete specifications and literature to the bid. The Purchasing Division may waive minor deviations to specifications.
3. Unit prices shall prevail in case of discrepancy. All quotations are considered F.O.B. destination unless alternate shipping terms are clearly identified in the quotation.
4. All quotations must be delivered by the bidder to the office listed below prior to the date and time of the bid opening. Failure of the bidder to deliver the quotations on time will result in bid disqualifications: Department of Administration, Purchasing Division, 2019 Washington Street East, P.O. Box 50130, Charleston, WV 25305-0130
5. Communication during the solicitation, bid, evaluation or award periods, except through the Purchasing Division, is strictly prohibited (W.Va. C.S.R. §148-1-6.6).

Q12. Do all ducts have to be sealed with duct sealer?

A12. See General Note 1: fabricate and install all ductwork to SMACNA Standards

Q13. What gauge metal does the duct have to be made of for this application?

A13. See General Note 1: fabricate and install all ductwork to SMACNA Standards

Q14. Do volume dampers need to be installed for every return grill?

A14. See Plan Note 4

Q15. Where exactly do the volume dampers need to be installed?

A15. See Plan Note 4

Q16. Are you asking to use sheet metal hanging straps on the flex duct connections for support?

A16. YES

Q17. Are we to use vane elbows?

A17. No

Q18. Are you asking to use 3/8" bolts to connect all hangers to all sizes of duct?

A18. See General Note 1: fabricate and install all ductwork to SMACNA Standards.

Q19. Can contractor use round duct where necessary in place of square duct?

A19. Size the duct as indicated on the Drawings.

Q20. Is contractor responsible for flashing and sealing all fire/smoke walls?

A20. See General Note 1: fabricate and install all ductwork to SMACNA & BOCA Standards.

Q21. Are as builds available to show where the fire/smoke walls are located?

A21. No

Q22. If as builds are not available, who is responsible to determine where the fire/smoke walls are located and the difference between the fire/smoke walls throughout the building?

A22. There are no fire dampers shown on the original design documents. These documents were reviewed by code by the Fire Marshall. It is our opinion that the walls extending to the roof deck are security walls for storage areas.

Q23. Does the duct and unit have to be operational at the end of each shift?

A23. The unit has to be operational at the end of each shift. Do not make final connections to the existing return duct until the final installation shift of the project. As the return system is being completed, leave a ceiling panel off each room ceiling grid to allow air circulation. Return these panels when the final connections are made.

Q24. Is contractor responsible for providing drawings of duct and damper location upon completion of job?

A24. Not if the installation is as shown on the design documents.

Q25. Do dampers and handles need to be accessible?

A25. Yes, and the dampers and handles should be operational

Q26. Do the damper handles need to be locked in place after balancing?

A26. No, but the balancing mark should be clearly indicated.

Q27. Can all field verifying measurements be made during the regular working hours, 7am-5pm?

A27. Yes, with prior arrangement.

Q28. Will there be someone from GSD on site with contractor while work is being done?

A28. YES

Q29. Will Contractor have access to all areas within building?

A29. YES

Q30. Can contractor store material and tools on site?

A30. NO, SPACE IS VERY LIMITED

Q1. Does the duct need to be insulated?

A1. No

Q2. Does the duct need to be double wall, perforated and soundproofed?

A2. No

Q3. Does the entire return duct need to be square duct?

A3. Size the duct as indicated

Q4. Is the contractor responsible for field verifying all measurements and location of existing return grills?

A4. Yes

Q5. Does all square duct need to be cross broke?

A5. See General Note 1: fabricate and install all ductwork to SMACNA Standards

Q6. Is contractor responsible for removing ceiling tiles and ceiling grid for duct installation?

A6. Yes

Q7. Is contractor responsible for relocation of the WV State workers cubicles?

A7. The cubicles will not be moved, Contractor shall work around.

Q8. Is contractor responsible for relocation all state employees' personal belongings?

A8. No, occupants will remove personal items from their cubicle to their satisfaction and the contractor shall cover the employee work station.

Q9. Is contractor responsible for relocating state owned equipment, computers, phones, etc.?

A9. No, contractor will work around any equipment left.

Q10. Do ceiling tiles, cubicles, computers, phones and WV State employees belongings have to be back in original place and in service before quitting time every day?

A10. Any disturbance will be returned to a neat and workable area for the next day.

Q11. Is contractor responsible for housekeeping after every shift? Ex: running a sweeper, cleaning carpet?

A11. Yes, work area is to be cleaned after every work shift and left in a neat and orderly appearance.

PRE-BID CONFERENCE
SIGN IN SHEET

Request for Quotation Number:

65D126451

Date:

4-10-12

PLEASE PRINT LEGIBLY. THIS INFORMATION IS ESSENTIAL TO CONTACT THE ATTENDEES IN A TIMELY MANNER. FAILURE TO DO SO MAY RESULT IN DELAYS IN YOUR COMPANY GETTING IMPORTANT BID INFORMATION.

Firm Name:	TODD WATSON -CASTO TECH
Firm Address:	540 LEON SULLIVAN WAY CHAS, WV 25312
Representative Attending:	TODD WATSON
Phone Number:	304-346-0549
Fax Number:	- - 8920
Email Address:	twatson@castotech.com

Firm Name:	Absten & Sons
Firm Address:	3743 Winfield Rd Winfield WV 25213
Representative Attending:	Bill Long
Phone Number:	304-586-0713
Fax Number:	304-586-3528
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Firm Name:	CABELL Sheet Metal
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Representative Attending:	William CAUDILL
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Firm Name:	Cabel Nitro Mechanical
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Firm Name:	Absten & Sons
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Representative Attending:	Lise Dillon
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Email Address:	

Firm Name:	
Firm Address:	
Representative Attending:	
Phone Number:	
Fax Number:	
Email Address:	